



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: October 7, 2004

POSITION: **OFFICE TECHNICIAN (TYPING)** Permanent Full Time or
OFFICE ASSISTANT (TYPING) Permanent Full Time
Position Action #4-232

SALARY: \$2510 – 3050 Office Technician (T)
\$2003 – 2435 Office Assistant (T) Range A
\$2172 – 2641 Office Assistant (T) Range B

LOCATION: **SACRAMENTO OFFICE OF APPEALS**
2400 Venture Oaks Way, Suite 100
Sacramento, CA 95833

Under general supervision, performs various clerical work of average difficulty, which includes general typing and other work as required.

- Perform receptionist duties such as handling telephones, receive and refer parties/visitors, and provide information to the public within specific subject matter areas and following definite guidelines.
- Use the computer to generate forms, check e-mail, and input/retrieve information.
- Receive process, distribute and dispatch mail, review decisions following definite guidelines, i.e., empty mail bins, weigh and meter mail and deliver to proper mail facility.
- Duplicate hearing tapes.
- Perform other clerical work as required.

WHO SHOULD APPLY:

Persons who are reachable on the current Office Technician (Typing) CUIAB list or who are currently in the class of Office Technician (Typing), Office Assistant (Typing) or other classes within transfer range. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form 678) to: **California Unemployment Insurance Appeals Board**
Attn: Ingrid Azvedo, APA
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

CONTACT: For more information about this position, contact
Helen Harden, LSS II
Phone: (916) 263-6706

FINAL FILING: **October 14, 2004**

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.